



June 2004

COLIFORM Public Health Advisory Packet:

Instructions for use by water systems

Purpose of the packet

The materials in this packet are tools to help you respond to the presence of fecal contamination in your water supply. If you have fecal contamination in your system, the Department of Health (DOH) will work closely with you to help resolve the situation and to determine if a public health advisory is required. These tools, along with DOH assistance, will help you identify the source of contamination, eliminate it, and make sure customers are adequately notified.

Contents

Publications:

- Public Health Advisory: Coliform (Q & A)
- Coliform Bacteria and Drinking Water (Fact Sheet)
- Troubleshooting Checklist for Coliform Contamination (Fact Sheet)
- Emergency Disinfection of Small Systems (Pamphlet)
- Emergency Water Supply Guidelines for Food Service Establishments (Fact Sheet)
- Drinking Water After-Hours Emergency Hotline (Brochure)
- Treatment of Drinking Water for Emergency Use (Brochure)

Forms and News Release Templates:

- Warning Notice (door hanger) – *Spanish/English available upon request*
- Drinking Water Warning
- Public Notice Certification
- News Release: Boil Water Advisory
- News Release: Boil Water Advisory Rescinded

Information sheet: Coliform Reporting Addresses and Phone Numbers (with map)

How to use the forms and templates

Drinking Water Warning: You may use this form to notify your customers in response to an E. coli or fecal coliform positive sample result. It is required if your system has an acute MCL violation. You may reformat this notice, but the content should remain the same. Type or write

information on the form until it is completely filled out. Then photocopy the warning and distribute to all of your customers. You can also staple or tape the warning to the yellow door-hanger to make it easier to distribute door-to-door. The Drinking Water Warning is available electronically and can be e-mailed to you upon request or downloaded from the Office of Drinking Water (ODW) Web site. For assistance, please call your regional office coliform program phone number below.

Door hanger: This is a tool to help you quickly inform your customers of contamination in the system and of precautions they can take. Supplies of these are available through local health departments and the ODW regional offices. Door hangers in both English and Spanish (printed on orange paper) are also available through the regional offices.

There are several ways to use these during a public health advisory:

- Hand-write information on each of the door hangers.
- Fill in the top portion of the door hangers. Then print labels with the water system name, ID#, county, contact person's name and phone number, and the date that the notice was distributed. Attach a label to the bottom of each notice.
- Complete the Drinking Water Warning form, make photocopies, and then staple a copy to the door hanger. This will draw attention to the notice.

Public Notice Certification: You must complete this certification and mail it to your ODW regional office within 10 days of notifying your customers of an acute MCL violation. An electronic version of this certification can be e-mailed to you upon request or downloaded from our Web site.

News releases: These templates include sample information that the DOH recommends including in a news release for television, radio and newspaper outlets. These can also be provided to you electronically. News releases are recommended for systems serving more than 100 connections. The department can assist you in contacting the news media, upon request. Contact your regional office for details.

For more information

The Coliform Health Public Advisory Packet (DOH Pub. #331-260) is available from your ODW regional office:

Northwest Regional Office – Kent

Coliform Program: 253-395-6775 Main Office: 253-395-6750

Southwest Regional Office – Olympia

Coliform Program: 360-753-5090 Main Office: 360-664-0768

Eastern Regional Office – Spokane

Coliform Program: 509-456-2788 Main Office: 509-456-3115

The packet is also available through the Office of Drinking Water Training and Outreach Section, 360-236-3164, and on the Office of Drinking Water Web at:

<http://www.doh.wa.gov/ehp/dw>

The Department of Health is an equal opportunity agency. For persons with disabilities, this document is available on request in other formats. To submit a request, please call 1-800-525-0127 (TTY 1-800-833-6388). For additional copies of this publication, call 1-800-521-0323. This and other publications are available online at <http://www.doh.wa.gov/ehp/dw>.